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**Contract  
Adjustments:**

**Review Left Over  
Materials**

## Review Left over Material

If the DOT reduces the quantity of work on a contract, the contractor can end up with surplus materials. Use the contract adjustment *Payment for Left over Material* to reimburse the contractor for the surplus materials. A description and justification for the payment are required.

The total dollar amount for the payment is calculated after the quantity is entered for a generic line item with a unit of measure in dollars.

To enter a payment for left over material, complete the following steps:

- Step 1:** Indicate the type of contract adjustment as Payment for Left Over Material (LOM).
- Step 2:** Enter the description of the payment for left over material(s).
- Step 3:** Enter the justification that provides a detailed explanation as to why the payment for left over material(s) is required.
- Step 4:** Enter a comment, if applicable.
- Step 5:** Enter the contract line item description and quantity.
- Step 6:** Enter a contract line item long description, if applicable.
- Step 7:** Allocate the line item quantity to work orders.
- Step 8:** Activate the payment for left over material.
- Step 9:** Make a decision on the payment for left over material.

**Step 10:** Forward the payment for left over material to the next review level, if applicable.

**Step 11:** Process the decision on the payment for left over material.

**Step 12:** Enter a pay record in Contract Tracking to process the line item on a monthly estimate.

### **To Track Payment for Left Over Material**

**Step 1:** Log onto HiCAMS. See “*Logging on to HiCAMS*” for details.

**Step 2:** Choose **Functions®Contract Adjustments®Review Left Over Materials** from the menu.

**Step 3:** Display the contract number to work with using one of these procedures:

- ♦ Type the contract number and press the Enter key.
- ♦ Choose the contract following this procedure:
  - a) Click the book icon to the right of the **Contract** field.  
The **Contract Selection** window appears.
  - b) To select a contract from another location, select it from the list box in the **Location** field.
  - c) Find the contract to add a payment for left over material to from the list in the window. Use the scroll bar, if necessary.
  - d) Click **OK**.

**Step 4:** The information associated with the contract selected appears.

**Step 5:** Click the **New** button.

**Complete the required fields in the General tab:**

- Step 1:** Add a description for the contract adjustment in the **Description** field.
- Step 2:** Add a comment about the contract adjustment in the **Justification** field.
- Step 3:** Enter any comments, if applicable, in the **Comments** field.

**Complete the Line Items tab**

HiCAMS calculates the total cost of the payment for left over material by multiplying the quantity times the unit price of the line item. **The dollar amount of the payment for left over material cannot exceed \$5000.** A payment for left over material cannot be entered into HiCAMS if this threshold is exceeded.

A payment for left over material can only use the generic payment for left over material contract line item. A payment for left over material line item has:

- ♦ a unit price of one dollar
- ♦ a quantity equal to the dollar amount of the payment for left over material
- ♦ a unit of measure in dollars

- Step 1:** Enter a detailed description of the line item affected by the Payment for Left Over Material in the **Description** field, if applicable. If field is left blank, the short description appears. To enter a description, right click with the mouse and select **Floating**.
- Step 2:** The **Quantity** column contains a number that equals the dollar amount the contractor will be paid. HiCAMS multiplies the quantity by the unit price of one dollar to calculate the dollar amount currently agreed upon to reimburse the contractor for the payment for left over materials. Enter the quantity

affected by the contract adjustment in the **Quantity** column.

**Note:** *The unit price of the payment for left over material is always set to \$1.0000. This information cannot be changed.*

### Complete the Work Order Details tab

View the information in the **Work Order Details** tab. If there is only one work order on the contract, the system sets the quantity of the line item to the work order line item. In addition, the work order line item is identified as *participating*; paid for by the work order (i.e. funding source).

- Step 1:** Select the work order that will fund the quantity from the Work Order Selection box. Drag it to the right to the Contract Adjustment Work Order Line Items box.
- Step 2:** The Quantity column displays the portion of the line item quantity that has currently been agreed upon to reimburse the contractor for payment for left over materials. It is broken down by work order (i.e. funding source). The quantity is equivalent to the dollar amount. For example, if a work order is funding \$500.00 of \$792.00, set the quantity to 500 on the work order line item. Type the quantity of the line item funded by that particular Work Order in the Quantity field.
- Step 3:** If necessary, change the participation information.
- Step 4:** If there is more than one work order that will fund the line item, continue performing Steps 1 and 2 until complete.
- Step 5:** View the **History** tab if to review the chain of events.
- Step 6:** Click the **Activate** button at the bottom of the window.
- Step 7:** Click **Save**.